



COUNTY OF CLINTON

Office of County Zoning Administrator

Joyce Lucas

850 Fairfax Street
Carlyle, Illinois 62231
(618) 594-2464 Ext. 134
Fax (618) 594-6006

GENERAL INFORMATION REGARDING APPLICATIONS FOR AMENDMENTS – SPECIAL USES – VARIANCES

The application for a map amendment, variance or special use must be completed in its entirety by the applicant. Any supporting documentation (eg.– survey, photos, etc.) must accompany the application at the time of filing. The application must be submitted to the Clinton County Zoning Office no later than 12:00 noon on the filing date (calendar attached).

Applications must be complete at submittal time to be considered for the agenda. Deficient applications will be returned to the applicant and may delay the hearing until the following month.

You are responsible to furnish the legal description. You may want to consider consulting an attorney and/or Illinois Licensed Land Surveyor to obtain a legal description. The zoning office cannot write the legal description and will use only the legal description you furnish on the application. The zoning staff may not give legal advice.

The Zoning Board of Appeals meets at 7:30 P.M. on the date outlined on attached calendar. Location: 810 Franklin Street, Carlyle, IL., County Board Room.

The applicant and/or his/her representation are required to appear at the scheduled hearing. All persons testifying before the board will do so under oath, and must state their name and address for the record.

- a. Introduction of the case
- b. The petitioner presents his/her case
- c. Objectors (if any) statements and/or questions from the board
- d. The Zoning Board of Appeals decision

Map and Text amendments will be forwarded to the County Board.

REQUEST FOR A VARIANCE

CLINTON COUNTY ZONING BOARD OF APPEALS

VARIANCE REQUEST NO: _____

850 Fairfax , Carlyle, IL. 62231

Website: <https://www.clintonco.illinois.gov/>

DATE: _____

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(DO NOT WRITE IN THIS SPACE-FOR OFFICE USE ONLY)

DATE OF HEARING: _____ PERMANENT PARCEL NO: _____

NOTICE PUBLISHED ON: _____ ZONE DISTRICT CLASSIFICATION: _____

NEWSPAPER: _____ FEE PAID \$ _____ DATE: _____

RECOMMENDATION OF BOARD OF APPEALS: () DENIED () APPROVED () APPROVED WITH MODIFICATION

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INSTRUCTIONS TO APPLICANT: A Variance is a relaxation of the requirements of this ordinance that are applicable to a particular lot, structure or use. The Zoning Board of Appeals may grant a variance if it is determined that there are practical difficulties or particular hardships in the way of carrying out the strict letter of any such regulations relating to the use, construction or alteration of buildings or structures or the use of land. This review is performed by the Zoning Board of Appeals at a public hearing.

A notice of the hearing must be published in a newspaper of general circulation in the local area at least 15 days prior to the hearing. The applicant will be notified by mail of the time and place of the hearing at least 15 days prior to the hearing date. The applicant or his duly-authorized agent must appear at the hearing and present his case to the Board of Appeals. The applicant should be able to show, by a site plan and documentary evidence, that the proposed development will be in harmony with the general purpose and intent of the zoning ordinance and will not be injurious to the neighborhood or otherwise detrimental to the public welfare.

All information requested below, a site plan as described on the attached sheet, and a development schedule providing reasonable guarantees for the completion of the construction must be provided before a hearing will be scheduled. Applicants are encouraged to visit, call or e-mail (zoning@clintonco.illinois.gov) the office of the Zoning Administrator for any assistance needed in completing this form. Website: <https://www.clintonco.illinois.gov/>

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1. NAME OF APPLICANT(S): _____ PHONE NO: _____

ADDRESS: _____
(STREET) (CITY) (STATE) (ZIP)

E-MAIL ADDRESS: _____ CELL: _____

2. NAME OF OWNER(S): (if other than applicant) _____ PHONE NO: _____

ADDRESS: _____
(attach additional sheets if necessary)

3. LOCATION OF PROPERTY: _____
(STREET) (CITY) (STATE) (ZIP)

LEGAL DESCRIPTION (lot, block and subdivision or metes and bounds): _____

4. PRESENT USE OF PROPERTY: _____
(industrial, residential, commercial, etc.,)

5. STATE THE VARIANCE REQUESTED: _____

6. STATE SPECIFIC SECTION(S) OF THE ZONING CODE CONTAINING THE REGULATIONS WHICH , IF STRICTLY APPLIED, WOULD CAUSE A SERIOUS PROBLEM.

7. NAMES AND ADDRESSES OF ADJACENT PROPERTY OWNERS AND PRESENT USE OF PROPERTY:

PRESENT USE

8. Is any part of the lot or tract of land where the proposed Variance is to take place in a known flood plain based on the Flood Hazard Boundary Map or Carlyle Lake Flowage Easement Area? This question must be answered YES or NO _____.

9. I certify that all the above statements and the statements contained in any papers or plans submitted herewith are true and accurate. I consent to the entry in or upon the premises described in this application by any authorized official of Clinton County for the purpose of inspecting, or of posting, maintaining and removing such notices as may be required by law and agree to pay all fees associated with the filing, hearing and certificate of zoning compliance.

DATE: _____ APPLICANT SIGNATURE _____

DATE: _____ OWNER(S) SIGNATURE _____

**APPLICANT WILL BE RESPONSIBLE FOR THE LIST OF NAMES
AND ADDRESSES OF ADJACENT LANDOWNERS**

ALSO ANYONE ACROSS A ROAD MUST RECEIVE NOTIFICATION

EXAMPLE OF ADJACENT PROPERTY OWNERS

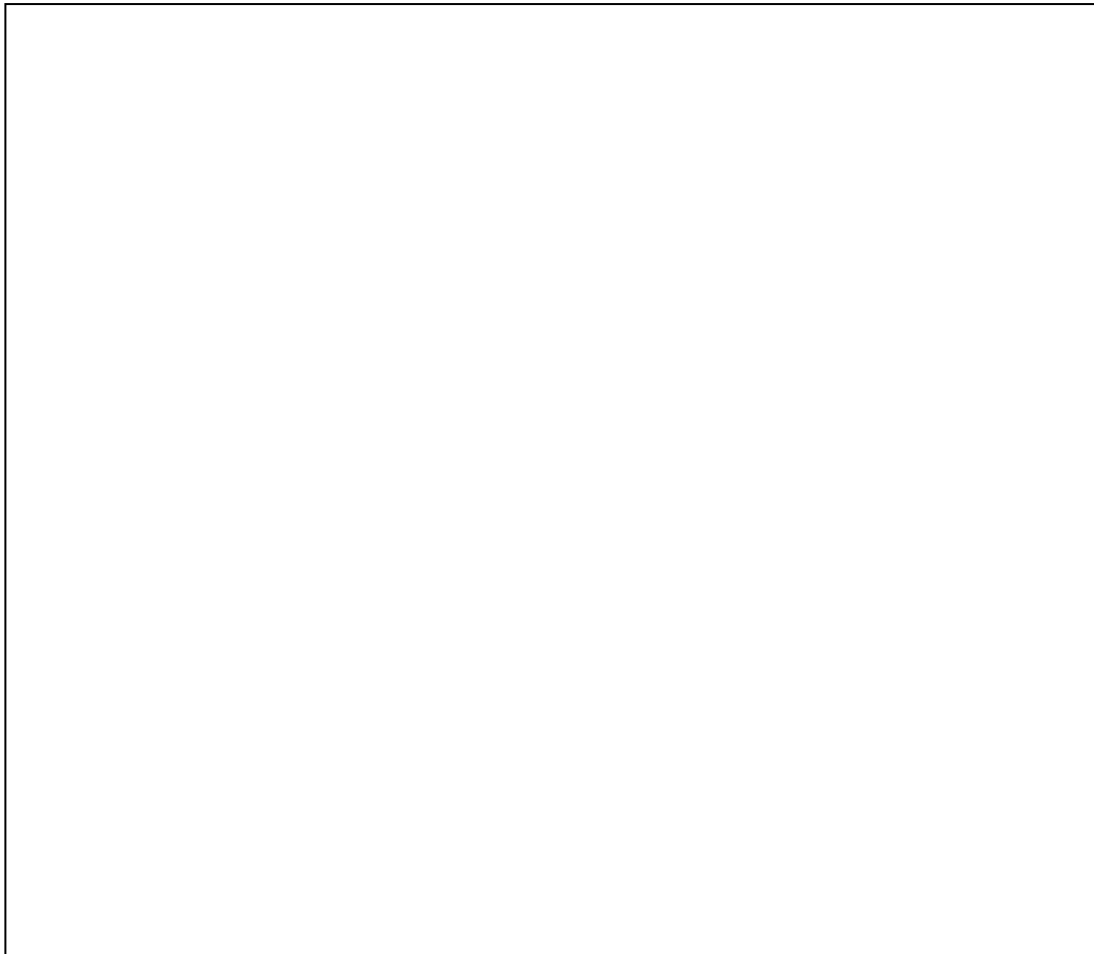
ADJACENT LAND OWNER	ADJACENT LAND OWNER	ADJACENT LAND OWNER
ADJACENT LAND OWNER	LOT OR TRACT IN QUESTION	ADJACENT LAND OWNER
ADJACENT LAND OWNER	ADJACENT LAND OWNER	ADJACENT LAND OWNER

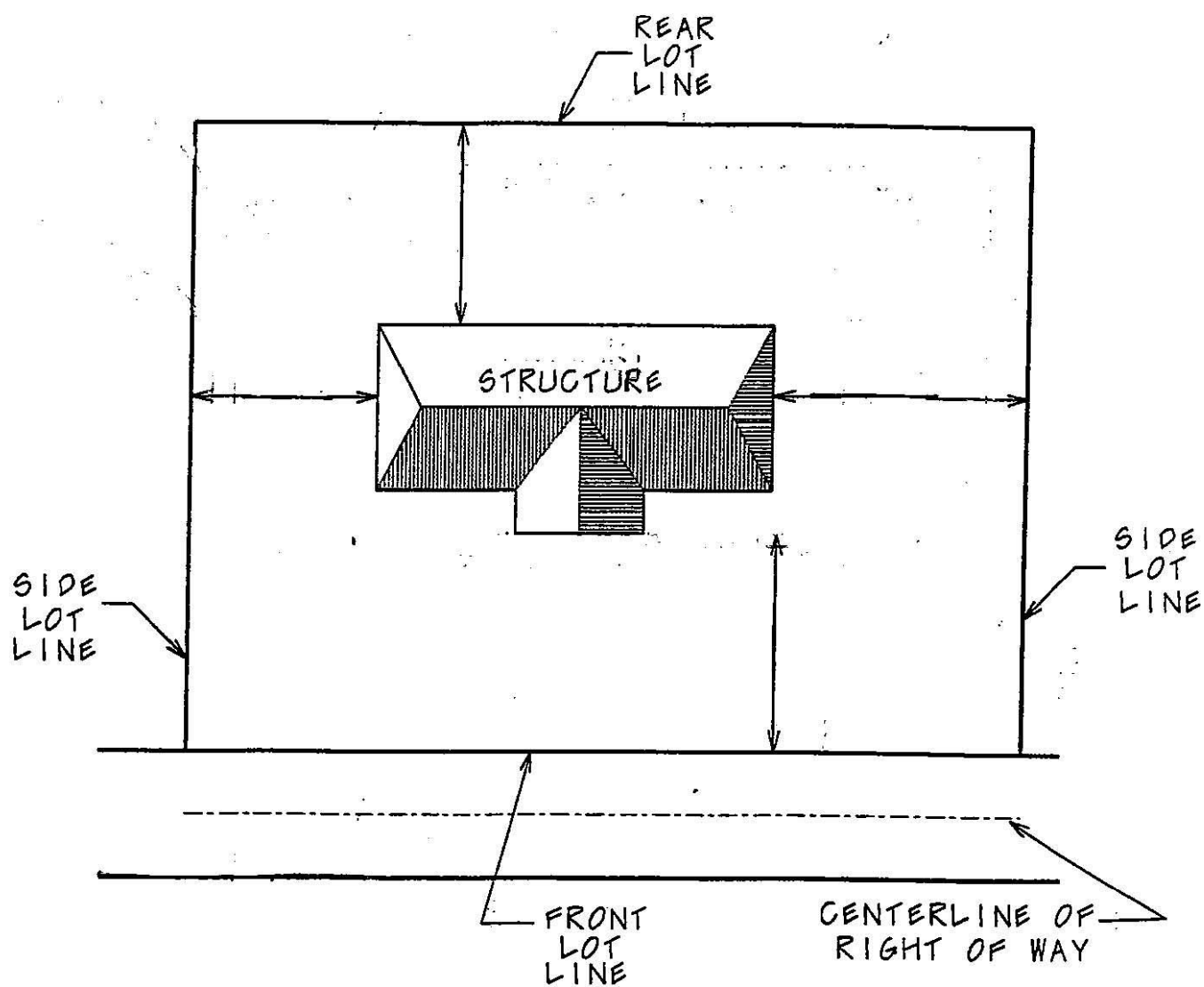
SITE PLAN

A site plan must be attached or drawn below at a scale large enough for clarity showing the following:

- A. LOCATION AND DIMENSIONS OF :** LOT, STRUCTURES, AND OFF-STREET PARKING SPACES.
- B. DISTANCE BETWEEN:**
 - 1. PROPOSED STRUCTURES, AND FRONT, SIDE AND REAR LOT LINES.
 - 2. CENTERLINE OF COUNTY OR TOWNSHIP ROAD & PROPOSED STRUCTURE.
 - 3. RIGHT-OF-WAY LINE OF STATE HIGHWAY & PROPOSED STRUCTURE.
- C. BUILDING HEIGHT:** THE VERTICLE DISTANCE MEASURED FROM THE GRADE AT THE FRONT WALL TO THE HIGHEST POINT OR ROOF.
- D. ACCESSORY BUILDINGS:** PROVIDE THE WALL HEIGHT, ROOF PITCH, AND OVERHANG
- E. LOCATION OF:** SIGNS, EASEMENTS, UNDERGROUND UTILITIES, SEPTIC TANKS, TILE FIELDS, WATER WELLS, ETC.
- F. NEW HOMES:** MUST FURNISH AN 8 X 11 COPY OF FLOOR PLAN.
- G. ANY ADDITIONAL INFORMATION AS MAY REASONABLY BE REQUIRED BY THE ZONING ADMINISTRATOR AND APPLICABLE SECTIONS OF THE ZONING ORDINANCE.**

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RESOLUTION ESTABLISHING ZONING FEES

Whereas, Clinton County has in force a County Zoning Ordinance wherein various fees have been established; and whereas said ordinance provides for changes in said fees when appropriated:

Now therefore be it resolved by the Clinton County Board that the following fees are hereby established for Clinton County Zoning:

1. Zoning Certificates of compliance (Building Permit)
 - A. Residential \$0.12 per sq. ft.; Min. fee \$50.00 (home additions & clubhouses)
(living area excluding basement and garage)
 - B. Commercial \$0.06 per sq. ft.; Min. fee \$50.00
 - C. Industrial \$0.06 per sq. ft.; Min. fee \$50.00
 - D. Mobile Homes \$0.12 Sq. ft.; Min. fee \$50.00
 - E. Accessory Uses and Home Occupations Under 500 sq. ft - \$25.00
500 Sq. Ft. and over - \$50.00
2. Special Use Permit \$125.00 plus cost of certified mail to adjoining property owners.
3. Zoning Map Amendment \$125.00 plus cost of certified mail to adjoining property owners.
4. Appeal \$125.00 plus cost of certified mail to adjoining property owners.
5. Variance \$125.00 plus cost of certified mail to adjoining property owners.
6. Late Filing (Failure to obtain Permit) \$75.00

ALL FEES ARE NON-REFUNDABLE
MAKE CHECKS PAYABLE TO CLINTON COUNTY ZONING

The above fee schedules are not intended to be included as part of the Zoning ordinance and it is intended that said fees may be changed from time to time without an amendment to the Zoning Ordinance.

Passed this 21st day of December, 2010 Effective January 1, 2010

Ordinance Book \$15.00



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ZONING BOARD OF APPEALS PUBLIC HEARING & FILING DATES

MUST BE FILED ON OR BEFORE 12:00 NOON	HEARING DATE	COUNTY BOARD
December 1, 2010	January 5, 2011	January 18, 2011
January 5, 2011	February 2, 2011	February 21, 2011
February 2, 2011	March 2, 2011	March 21, 2011
March 2, 2011	April 6, 2011	April 18, 2011
April 6, 2011	May 4, 2011	May 16, 2011
May 4, 2011	June 1, 2011	June 20, 2011
June 1, 2011	July 6, 2011	July 19, 2011
July 6, 2011	August 3, 2011	August 15, 2011
August 3, 2011	September 7, 2011	September 19, 2011
September 7, 2011	October 5, 2011	October 17, 2011
October 5, 2010	November 2, 2011	November 21, 2011
November 2, 2011	December 7, 2011	December 19, 2011
December 7, 2011	January 4, 2012	January 17, 2012